

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	DISTRICT/DIVISION/OFFICE	
Caltrans Maintenance Supervisor	06/Maintenance/North Region/Fresno Area/651	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Highway Maintenance Supervisor	906-650-6301-xxx	April 1, 2015

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the direction of a Caltrans Maintenance Area Superintendent, the incumbent supervises and works with a crew primarily engaged in the maintenance of highway drainage facilities. Will be required to work irregular shifts including nights and weekends and is required to respond to after-hours call-outs for emergencies. May oversee the work of a group of non-State or community service workers.

Must possess a valid "class C" California Driver's License, a "CDL B" or "CDL A" are desirable.

TYPICAL DUTIES:

Percentage	Essential (E)	
	Marginal (M) ¹	Job Description
35%	(E)	Plan, organize and direct the work of a highway maintenance crew, which the primary focus is roadway and roadside maintenance and bordering areas of freeway and highways. Supervisor is responsible for instruction and training of crew members in the proper use tools, equipment and methods used in highway maintenance activities. Incumbent is responsible for enforcing all Caltrans policies including the Caltrans Injury & Illness & Prevention Program, performs worksite and facility inspections to identify and correct hazards in work areas. The incumbent responds to emergencies and after hour call-outs within the Fresno Maintenance Area.
30%	(E)	Daily time keeping utilizing the Departments IMMS program to record employee time, as well as materials and equipment used. Prepare reports relating to highway maintenance work. Works within monetary, labor and equipment budget constraints. Utilizes a computer, Departmental forms programs. Prepare request for materials and services. Process damage claims for damage to State property.
10%	(E)	Engage in the planning of group projects, cooperating with Region Managers, Area Superintendents and Maintenance Supervisors from within and outside the Fresno Maintenance Area.

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| 5% | (E) | Cooperate with the planning of emergency operation activities with other Caltrans Maintenance Supervisors in the Area, including planned response to weather related problems (storm patrol, chain control, etc.), or take primary responsibility in the absence of the Highway Superintendent. |
| 5% | (E) | Establishes and maintains a good relationship with local community and law enforcement officials and the traveling public to preserve a good image for the Department. |
| 5% | (E) | Work with and assist crew performing highway maintenance duties. Provide onsite direction to leadworker, equipment operators and workers |
| 5% | (M) | Attend training sessions to remain current with highway maintenance technologies, Departmental policies and training for trainers. |
| 5% | (M) | Work with and assist crew performing landscape maintenance duties. |

¹ ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

Supervises a crew comprised of Equipment Operators, Highway Maintenance Workers and has one Leadworker to assist with daily leadership duties. May supervise employees from other units when borrowed or while working on group projects.

Works under the general direction of a Caltrans Maintenance Area Superintendent, but is expected to operate with a high degree of independence.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Must have the ability to plan, organize and direct the work of others.

Must have knowledge of materials, methods, and equipment used in the construction and maintenance of highways and structures; operation and maintenance of equipment and tools used in highways or structures maintenance and construction; characteristics of heavy maintenance and construction equipment. Rules and regulations pertaining to highway and structure maintenance practices, accident prevention techniques, rules and regulations pertaining to inspection on encroachments. Must have knowledge of the provisions of the California Vehicle Code as it applies to the loading and operation of motor vehicles, highway operations, safety rules and practices.

Must have knowledge of safety practices; fire prevention techniques; emergency first aid, the basic occupational safety and health regulations contained in Title 8 Industrial Relations – Construction and General Industry Safety Orders as well as the safety and health policies and procedures as contained in the Department's Injury and Illness Prevention Program. Knowledge of basic safe work practices and the supervisor's role in maintaining an effective Injury and Illness Prevention Program. Must have the ability to detect unsafe conditions and practices and to plan, organize, conduct and evaluate safety training programs.

Must have knowledge of the principles of effective supervision; a manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

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Must have the ability to read, write and maintain accurate records; interpret simple blueprints and sketches, and direct the work of others based on these. Must have ability to read grade and slope stakes and install culverts and rock retaining walls. Must have the ability to prepare preliminary budget estimates and reports.

Must have the ability to identify road surface, roadbed, shoulder and drainage deficiencies. Must have knowledge of how to correct these deficiencies, to restore the highway back to safe condition.

Must have ability to analyze situations accurately and adopt an effective course of action.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Caltrans Maintenance Supervisor will make decisions affecting the action of his/her subordinates during their scheduled routine activities. When confronted with emergency situation, the Caltrans Maintenance Supervisor's judgement should consider the protection of lives, the environment and property. Improper safety practices could cause serious accidents or injury to self, co-workers or the traveling public.

This position has been designated as safety sensitive in accordance with the Department of Personnel Administration Rules 599.960 and 599.961. Use of alcohol and/or drugs that impede the employee's ability to perform his or her duties safely and effectively could clearly endanger the health and safety of others, resulting in injury or death.

PUBLIC AND INTERNAL CONTACTS

Communication with employees, engineers, news media, law enforcement, outside agencies and the public is crucial in this position on a daily basis. The incumbent will work closely with California Highway Patrol representatives, other government agency representatives and members of the public as well as all levels of Caltrans Management on a variety of subjects where the right attitude will be key to successful communications and a positive Departmental image.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

The incumbent will be required to wear safety equipment, such as earplugs, hardhats, latex gloves, rain gear, rubber boots, coveralls, eye protection, as well as occasionally activities requiring a breathing apparatus. The incumbent will be required to move heavy objects, stand or sit for prolonged periods, bending, stooping, and or kneeling. The incumbent may have to walk on uneven surfaces, climb slopes, ladders, and work on elevated scaffolding. Must have the ability to develop and maintain cooperative working relationships, respond appropriately to difficult situation, recognize emotionally charged issues or problems, and acknowledge the various responses.

WORK ENVIRONMENT

Incumbent can expect to be outside most of the day in all kinds of weather. The work is physically demanding and requires stamina, agility and strength. May be subject to sunburn, insect bites, loud noises, dust and chemicals. In addition the job is potentially hazardous because it is performed at the side of the road or in the roadway itself, where workers are exposed to vehicular traffic. There is a possibility of injury by working with and around heavy equipment, hot and/or pressurized material. Worker may be required to work rotating or irregular shifts, including nights and in emergency situations caused by storms and floods.

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I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator).

EMPLOYEE (print)

EMPLOYEE (signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (print)

CARLOS LOMELÍ

SUPERVISOR (signature)

DATE